



Pasadena Environmental Health Plan Review Process

The Health Permit

All retail food facilities must obtain a Health Permit to operate prior to opening for business. Plan submittal may be required. The Health Permit will be issued at the Environmental Health office once the plan review process is complete, all health application documents are submitted, and the permit fee is paid.

Plan submittal is required under the following circumstances:

- **New Construction:** New construction includes installing a food facility in a new structure or in an empty building, installing a food facility in a former non-food related facility such as a shoe store, or installing a food facility in an existing food facility where all the equipment and interior structures have been removed.
- **Remodeling:** Remodeling is defined as any construction, alteration, or change of menu which alters the facility's configuration or method of operation. Remodeling work includes the installation of new equipment or the replacement of existing equipment.
- **Facility Closure:** Plan submittal is required anytime an existing facility is closed for any length of time.

Existing food facilities under change of ownership which are not conducting remodeling work, and which remain open for business throughout the change of ownership, may not be required to submit plans. The new owner must inform Environmental Health of the change of ownership in person and submit the required documents. An onsite inspection of the facility will be conducted to verify compliance with current health and safety codes prior to permit issuance.

The Environmental Health Division has prepared the Plan Check Construction Guide for Permanent Retail Food Facilities to assist you through the plan check process. This guide is a valuable tool and should be reviewed early in the process. It includes a description of the health plan review process, a plan review flow chart, plan submission requirements, and general construction requirements. The Plan Check Construction Guide, the Application for Plan Review, and the Permanent Food Facility Health Application can be found on the Environmental Health website at http://www.ci.pasadena.ca.us/publichealth/environmental_health_services/.

The Environmental Health Division is located at 1845 N Fair Oaks Ave, Room 1200 and department staff can be reached at 626-744-6004. The office accepts plans and issues permits Monday through Thursday 8:00AM-4:30PM and every other Friday 8:00AM-3:30PM. The office is closed for lunch daily from 12:00PM-1:00PM.



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Step 1: Plan Review Application, Plan Submission, and Fees

The following items must be provided to Environmental Health during plan submission:

- Application for Plan Review
- Three (3) sets of complete, detailed construction plans
- A complete menu
- Equipment specification sheets
- Plan review fee

Plan should be drawn to the specifications of the Plan Check Construction Guidelines, may be prepared by an architect, draftsman, contractor, or owner, and must be drawn to scale using non-erasable ink or print. Incomplete plans will not be approved and will delay the approval process. It is important that the Environmental Health and Building Department plan review process proceed concurrently to avoid any delays.

Step 2: Review of Plans

Plans are reviewed on a first come, first serve basis and will be approved or rejected with corrections for resubmittal within 20 working days. Environmental Health does not review plans over the counter. Health plan approval does not signify approval to begin construction. You must obtain all approvals from your local building and fire authorities prior to construction. It is important that sufficient time is allowed for the plan review process.

Step 3: Preliminary Construction Inspection

When construction is 80% complete, a preliminary inspection must be scheduled. Requests should be made seven (7) working days in advance. The preliminary inspection is an important, first look at the facility and how the construction is progressing. If any changes are required, this is the best time to make corrections to avoid delays in opening.

Step 4: Final Construction Inspection

Upon completion of all construction and before opening, a final inspection will be conducted to verify compliance with all requirements. A final inspection must be scheduled when 100 percent of the construction is complete, including all finishing work and utility hook-ups. Schedule this inspection at least seven (7) working days in advance. It is recommended that you allow sufficient time between the final inspection and the facility's projected opening date should any corrective work be necessary.

Step 5: Permit Issuance

The Health Permit to operate will be issued at the Environmental Health Division office once the plan review process is complete, all health application documents are submitted, and the permit fee is paid. The health application submission must include the original signed Permanent Food Facility application, a valid form of identification, and, if applicable, ownership documents such as Articles of Incorporation or Limited Liability Partnership papers.